

**Arizona Department of Education
Health & Nutrition Services**

Family Child Care Homes Advisory Council

Wednesday, January 31, 2007

9:00 a.m. to 12:00 p.m.

Minutes

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:05 a.m.

Advisory Council Attendees:

Deanna Barrowdale	Mid-State Child Care and Nutrition
Vesta Barrowdale	Mid-State Child Care and Nutrition
Lori Mendoza	Association for Supportive Child Care
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore	Food for Children
Kenny Barnes	Arizona Department of Education

Reference Sign-in Sheet for other participating FCCH sponsors

Last call for ‘Public Participation Request to Address’ Council forms

Welcome and Introductions:

- Introduction of Advisory Council made by Kenny Barnes.

Revised Advisory Council Format:

- Committee Chair review of FCCH Bylaws and what is expected. The goal is to continue to improve communications and rapport with FCCH Sponsors and ADE Child and Adult Care Specialists. The new format will improve upon the program and help to maintain respect and professionalism from FCCH sponsors and non-council members and assure that Sponsors feel free to share issues and concerns.
- It was announced that Advisory Council Meetings will be posted on the First Floor of the Health and Nutrition Services Building and it is the responsibility of the Sponsor(s) to find out when the next meeting is scheduled.
- A vote on meeting frequency was taken and it was decided to hold Advisory Council meetings “Every Other Month”. The next scheduled meeting will be Monday, March 26, 2007.
- The source used to comprise the Bylaws is from the Arizona Revised Statutes. The following is the link to review the statutes, along with the applicable statutory cites: Arizona State Legislature – <http://www.azleg.state.az.us/>
 - 38-431.00 Definitions – Advisory committee
 - 38-431.01 Meetings shall be open to the public
 - 38-431.02 Notice of meetings
- Request for comments and/or questions on Review of Bylaws – None given.

Reinstating a Provider after being “Dropped for Cause”:

- Lori Mendoza requested Advisory Council make decision and give recommendations on a dropped provider.
 - Provider was ‘Dropped for Cause’
 - Provider did not Appeal
 - Two-Three months later provider sends Appeal Letter
 - Provider now admits it was wrong to claim children that were not in her care
 - Provider wants Sponsoring Organization to reconsider drop decision and reinstate provider
- Advisory Council recommendations and decision:
 - Provider neglected to respond in the required amount of time given to appeal and used poor judgment in decision making of appeal in time. (K. Barnes)
 - No recourse if Dropped for Cause and did not appeal within the given time. (C. Moore)
 - Cathleen Moore and other Advisory Council members agreed that it is up to the State to determine if provider can be reinstated due to placement of provider on National Disqualified List.

Transfer Procedures:

- Lori Mendoza – When providers want Transfer to another sponsoring organization
 - Suggestion for Policy Manual – Sponsors are limited to taking only 1-Provider per month.
 - Suggesting for clarity that it read: Sponsors accept no more than one transfer per month.
 - Nothing has been said about Provider being in Corrective Action and Transfer
- K. Barnes, Chair requested comments from Advisory Council:
 - Notify all Sponsors regarding Provider looking to Transfer to another Sponsor. (C. Moore)
 - Require State Letter – Transfer form is currently provided by State. (D. Barrowdale)
 - Will accept Provider with clean slate – Contacts prior Sponsor. (P. Montgomery)
 - Association for Supportive Child Care includes Initial Memo to Provider in Sponsor Packet and Provider Letter “Intent to Terminate” so that Providers are aware of process. (L. Mendoza)
 - FDCH Policy Manual online at –
<http://www.ade.az.gov/health-safety/cnp/cacfp/family/>

Proposition 201 – “Smoke Free Arizona Act”:

- The provisions of the Smoking Amendment will become effective on May 1, 2007.
 - Cannot smoke in any business establishment or
 - Child care home
 - Please share this information with your Providers – “no smoking allowed in their homes or outside of their homes during their designated hours of operation” per Proposition 201.
 - ADE will provide copies of Proposition 201 upon request.
 - Does P-201 affect Day Care Homes during off hours? (C. Moore)
 - Does not affect hours Day Care Home is not in operation.

CACFP Conference – March/May 2008:

- Announcement of National Professional Association Conference
- Invitation extended to Sponsoring Organizations and their Providers
- If you have any items/ topics/ speaker recommendations that would be of significant value to sponsors and providers please email them to Kenny.Barnes@azed.gov

Public Participation:

- Katie O’Neill from BJ Enterprises Request to Address Advisory Council on Bylaws.
 - Revising dictated to the Advisory Council rather than shared format.
 - Bylaws format is not in the spirit of goals and purpose of having the Sponsor share.
 - Thought Bylaws unreasonable and crafted to eliminate discussion.
 - Terminate for cause
 - No basis for knowing of discussion.
- Committee Chair annotated this issue and will address at later date.

Additional Comments from Advisory Council:

- Request that Notices be placed online for Advisory Council meetings. (C. Moore)
- Recommendation to be consistent with day of month for FCCH meetings and agrees with C. Moore to place on web so that sponsor and provider know in advance for purpose of participation. (L. Mendoza)
- Concerned about agenda item submittal time for emergency issues and emergency meetings dealing with child care. (P. Montgomery)
 - Committee Chair does not have a problem with emergency meeting if it involves a Dropped Provider or if it concerns Reimbursement.
- No need for emergency Advisory Council meeting for dropped providers or reimbursement issues – Need to contact K. Barnes, Committee Chair to resolve. (C. Moore)
- Advisory Council agreed that Emergency Meetings will be held for the following issues:
 - Auditing issue
 - Immediate change in Policy and Procedure issues

CACFP FCCH Meeting - Continued
Wednesday, January 31, 2007

- Committee Chair reminded Sponsors of 10-Day Comment Period – Please take advantage of this and what effect it will have on your providers – Need your input to address.
- February 15th, please check our CACFP website for posting of the Meeting Minutes, Agenda for upcoming meetings and other notices.
- Committee Chair – Thank you all for your participation and for your comments on how we can improve the program.

Meeting concluded at 10:00 a.m.

Next Advisory Council Meeting: Monday – March 26, 2007 – 9:00AM at Flinn Foundation